

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Wildfire and Forest Resilience Task Force Analyst</b>	
		Division and/or Subdivision <b>Climate and Energy Program</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Sacramento</b>	
		Class Title of Position <b>Associate Governmental Program Analyst</b>	
		Position Number <b>541-760-5393-700</b>	
		Effective Date <b>January 2023</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the California Department of Forestry and Fire Protection's (CAL FIRE's) Task Force Supervisor (Senior Environmental Scientist, Supervisor) the Analyst assists in overall program coordination and administration of the interagency California Wildfire and Forest Resilience Task Force ( <a href="http://www.wildfiretaskforce.org">www.wildfiretaskforce.org</a> ). The Analyst will work as part of a team with representatives from the Governor's Office, CAL FIRE, and California Natural Resources Agency for effective functioning of the Task Force.		
30%	<u>Communication, Research and Reporting:</u> *Provide consistent and clear communication to Task Force team and CAL FIRE staff and on behalf of the Task Force with the public and with professionals from a variety of disciplines. *Communication methods include in person, email, phone, online meetings, and other web platforms. in-person and via email, phone, online meetings, and other web platforms. *Research, gather, analyze and communicate in writing technically accurate information in the form of meeting materials, monthly updates, presentations, social media, web posts, and as-needed reports or special projects as requested by Task Force management. *Review, analyze, and summarize topics in the field of natural resources. *Proofread and correct documents to ensure accuracy and ensure appropriate format. *Working with other staff, gather, organize, analyze technical data from a variety of sources in Excel spreadsheets or other databases and presenting the data in charts, tables or infographics.		
	<u>Administration:</u> *Provide technical expertise for the Task Force on administrative matters including contracts, budgeting, and finance. *Monitor Task Force budgetary matters throughout the year to ensure they remain with allotments or to assist in redirections of funds to meet priorities. *Draft, input, organize and maintain various Task Force related administrative documents, contact lists, organization charts, Airtable and other databases. *Perform routine program and logistical functions for the Task Force including coordinating schedules and meetings, tracking assignments, monitoring deadlines, arranging travel, and planning events. *Make recommendations to management on potential logistical and/or administrative problems and opportunities to improve administrative process efficiencies.  *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <a href="#">See Page 2</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position  
**Wildfire and Forest Resilience Task Force Analyst**

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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20%

Special projects

\*Support other teams within the Climate & Energy Program with grants management, invoice review, project summaries, reporting and tracking of project metrics. \*Coordinate special projects as requested by Task Force and/or Climate & Energy Staff.

10%

Other job-related duties, as required, in accordance with the class specification.

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Job qualifications and/or conditions of employment:

The incumbent in this position may travel up to 10% of the time to various locations across the state including overnight stays. There is potential opportunity for a telework agreement.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Personnel use only

☐ Posted to Directory

\_\_\_\_\_  
Initials and Date